

## PERSONNEL BOARD SUMMARIZED MINUTES

Monday, August 1, 2016 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Stephen Dielmann, Member; Luis Zubieta, Member. **ALSO PRESENT:** Gelien Perez, HR Director; Owen Kohler, Assistant City Attorney; and Annette Otaño, Secretary. **ABSENT:** Zoraya Pena, Member

### AGENDA

1. Request to approve the minutes of the June 6, 2016, Personnel Board meeting.  
**APPROVED.** Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received June and July 2016.
  1. Olga Garcia Community Development
  2. Claudio Cavallo Fire Department
  3. Rachel Gigato Grants and Human Services**APPROVED.** Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.
3. Report of Leave without Pay for June and July 2016.  
**SO NOTED.**
4. Report of Civil Service Appointments for June and July 2016.
  1. Christina Dillon Library Department
  2. Liliana Garcia Library Department
  3. Jose Garcia Parks and Recreation Department
  4. William Sanchez Parks and Recreation Department
  5. Einar Valerdi Parks and Recreation Department
  6. Joaquin Valladares Parks and Recreation Department**SO NOTED.**
5. Report of Civil Service Resignations for June and July 2016.
  1. Rosemary Novo Community Development
  2. Ulysses Canizares Fire Department
  3. Melissa Jean Swann Law Department
  4. Renee Casas Parks and Recreation
  5. Esteban Isasi Parks and Recreation
  6. Maria C. Angueira Police Department
  7. Albert Mesa Police Department
  8. Nirio Nieves Police Department
  9. Obie Johnson Public Works
  10. Mario Perez Streets Department**SO NOTED.**

6. Report of Maternal/Paternal Leave for June and July 2016.

- |                    |                   |
|--------------------|-------------------|
| 1. Gabriel Arrojas | Police Department |
| 2. Giovanni Fuente | Police Department |
| 3. Latrice James   | Police Department |

**SO NOTED.**

7. Report of Leave of Absence for June and July 2016. **None.**

**SO NOTED.**

8. Request to certify the eligibility list for **Administrative Aide Confidential for the Construction and Maintenance Department.**

**APPROVED.** Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.

9. Request to certify the eligibility list for **Education Supervisor for the Education and Community Services Department.**

**APPROVED.** Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

10. Request to certify the eligibility list for **Milander Center Director for the Education and Community Services Department.**

**APPROVED.** Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

11. Request to certify the eligibility list for **Office Coordinator for the Education and Community Services Department.**

**APPROVED.** Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.

12. Request to certify the eligibility list for **Streets Truck Driver.**

**APPROVED.** Motion by Mr. Dielmann. Second by Mr. Alvarez. Passed by unanimous vote.

13. Request to conduct a Civil Service examination for the position of **Business Tax Specialist I** position with the following criteria:

- a. In- house, Competitive
- b. 100% Written
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description is attached. No eligibility list on file.

Range 48 - \$1,099 - \$2,213 Bi-weekly

**APPROVED with recommended changes to job description.** Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.

14. Request to conduct a Civil Service examination for the position of **Business Tax Specialist II** position with the following criteria:

- a. In- house, Competitive
- b. 100% Written
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description is attached. No eligibility list on file.

Range 49 - \$1,138 - \$2,402 Bi-weekly

**APPROVED with recommended changes to job description.** Motion by Mr. Dielmann. Second by Mr. Alvarez. Passed by unanimous vote.

15. Request to conduct a Civil Service examination for the position of **Clerk Typist I** position with the following criteria and merge names from current eligibility list:

- a. In-house, Competitive
- b. Pass/Fail 35-wpm Typing Test
- c. 100% Written
- d. Must pass the 35-wpm typing test in order to be eligible to sit for the written examination.
- e. Must type a minimum of 35-wpm as demonstrated in an examination, or applicants that have passed a 35-wpm or greater typing test with the Human Resources Department within one year from the date the job announcement is posted will be exempt from the typing portion.
- f. Must obtain a score of 70% on the written examination; as well as, pass the 35-wpm typing portion in order to be placed on the eligibility list.

Copy of job description and current eligibility list are attached.

Range 43 - \$822 - \$1,516 Bi-weekly

**APPROVED.** Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

16. Request to hear **Unfinished Business.**

17. Request to hear **New Business.**

**NEXT PERSONNEL BOARD MEETING: Monday, September 12, 2016 at 6:00 P.M.**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.